

February 17, 2009

Dear Manufacturer,

RE: Mandatory online filing required beginning April 1, 2009, for purchasing pull-tab stamps and submission of the manufacturer monthly report required under AS 05.15.181(e).

The Department of Revenue has developed a new pull-tab tracking system (PTS) which has been added to our Online Tax Information System (OTIS). PTS provides for online submission of monthly manufacturer reports and purchase of pull-tab stamps.

The March 2009, monthly manufacturer report due April 30, 2009, and all subsequent reports, must be filed online through OTIS.

To use the new system, follow the directions presented on public URL for process instructions. Please note that the process for submitting on-line reports through OTIS requires a onetime registration to associate your 'my alaska account ID' to your organization. Visit OTIS to complete the registration process as soon as possible.

If you are already familiar with our on-line services, and have a 'my alaska account', login to OTIS directly at <https://myalaska.state.ak.us/OTIS/>. Follow the directions on the OTIS home page to submit your report(s).

To submit monthly activity reports and game demographics information, a data import feature is available to allow you to upload your report in standardized XML or CSV format. The XML and CSV format definitions may be found at <http://www.tax.alaska.gov/schemas>. To upload your data using this import feature, log in to OTIS using the directions above. On step 2 (game demographics) and step 3 (activity) of the submission process, click the "Import Data File" button and select the appropriate file from your system. Upon successful import, your data will be displayed in the tables that appear on each of these steps.

For the first report submitted through OTIS, all game demographics data will be required in addition to your standard activity report. Following the import formats provided above, this information may be submitted in bulk during the activity reporting process or individual game demographics may be entered manually.

If you have any questions, feel free to contact Franz Kugelman at (907)-465-3383.

Sincerely,

Jeff Prather
Gaming Group Supervisor